



IN REPLY
REFER TO

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DLSC-LDT

FEB 9 1998

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Training and Seminars for Passenger Travel Specialists

Training for Passenger Travel Specialists is critical. The travel industry is dynamic by nature. The importance of being current with procedures and participants in determining the direction of future travel policy cannot be overstated.

As the Defense Logistics Agency (DLA) continues to streamline their business practices, we are continually challenged to find innovative ways to do more with less. Fewer dollars and people dictate the requirement to have our people well trained in the latest technology and up-to-date with policy and procedures that are applicable to their responsibilities as they pertain to government travel.

Annual funding should be made available for participation in seminars and workshops. This is an investment in your future. Knowledge of current regulations and future trends will assist you in making travel decisions that are timely and in the best interest of your command. The attached list provides a few of the seminars and workshops available. Numbers for enrollment in the GSA and Army courses are included. Your local training personnel should be contacted to obtain more information on specific training needs.

DLSC-LDT will notify all passenger travel specialists when workshops and seminars are announced. If you have further questions, my point of contact is Deborah Beckner at (703)767-3622, (DSN 427).

DAVID A. ELLISON
Colonel, USAF
Chief, Transportation Team
Logistics Management

Attachment

FEB 9 1998

Page 2

DISTRIBUTION:

DLA Executive Team
Commander, Defense Distribution Center
Inventory Control Points
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GSA

GSA Interagency Training Center

PHONE: 800-489-7824

FAX: (703) 603-3239

WEB: WWW.GSA.GOV/ITC

Annual Seminar

Shipping Household Goods

New Federal Travel Regulations

TDY/FTR

Relocation Allowances

Relocation Income Tax Allowances

Preparation of Travel Vouchers

Travel Managers Windows

Travel Managers DOS

TDY Vol. I and II

MTMC

Workshops 2 per year

U.S. ARMY

U.S. Army Transportation School

ATSP-TJ (Course Information)

PHONE: (804) 878-5536

Passenger Travel Specialist

Installation Traffic Management

Transportation Officers

Joint Personal Property

HQMTMC

Annual Seminar

SOCIETY OF TRAVEL AGENTS IN GOVERNMENT (STAG)

Meets Twice a Year